

### Program Registration & Fees:

Complete the registration form and mail to the DEQ Office of Finance at the address shown on the form. Registration forms, along with payment, should be received by DEQ before the workshop registration deadline (typically 5 business days before the start of the class).

Fees are based on the length of the program and the complexity of the topic area covered. **No purchase orders or credit cards can be accepted.** State Agencies should contact the Department's Finance Office (804 698-4162) for IAT procedures. The registration fee does not include lunch.

Due to the popularity of the programs, applicants are accepted on a "first come - first served" basis only. No "walk-in" registrations can be accepted.

***Only complete applications (registration form & payment) submitted to the Department's Office of Finance at the address shown on the registration form will be considered.***

### Registration Acceptance:

Once your application has been received and accepted you will receive notification along with travel directions and other pertinent information. Registration information will be sent electronically. If email is not available, information will be mailed to the physical address listed on the form.

### Withdrawal, Substitution & Refund Policy:

Registrants who must withdraw from the workshop should notify the Department by phone, mail or email as soon as possible. Substitutions are permitted anytime prior to the start of class. **Registrants who withdraw from the program at least 5 business days prior to the start of the program will receive a full refund. Withdrawals made after this time will not be eligible for a refund.**

### Cancellation:

The Department reserves the right to cancel any program when there are insufficient registrations. People who are registered will be notified and will receive a full refund of the registration fee.

### Program Content:

Current programs have been selected based on identified needs and location availability. These programs and others are offered periodically, at different locations, throughout the year. If you would like to receive notification, by email, when these programs are available visit <http://www.deq.virginia.gov/ConnectWithDEQ/NewSFeeds.aspx> and sign up under wastewater operations and training.

Complete descriptions of all training programs are available at <http://www.deq.virginia.gov/Programs/Water/WastewaterAssistanceTraining.aspx>.

### Program Approval:

Unless otherwise noted, these courses have been approved by the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals for training credits. Approved programs can, when applicable, be used as substitution for required operational experience.

### Continuing Professional Education (CPE):

Where appropriate, these workshops can be used for continuing professional education (CPE) requirements as defined by the Board. Registrants will typically receive up to 7 contact hours for each full day of completed training and 3.5 contact hours for each ½ day of completed training.

A full day is defined as 8:30 am – 4:30 pm minus 1 hour for lunch. A ½ day is defined as 8:30am – 12 noon (or 1:00pm – 4:30pm).

### Additional Information:

For additional program information, contact the Operator Training Program staff:

Jason Spicer (804) 698 – 4143  
[jason.spicer@deq.virginia.gov](mailto:jason.spicer@deq.virginia.gov)

Wayne Staples (804) 698 – 4106  
[wayne.staples@deq.virginia.gov](mailto:wayne.staples@deq.virginia.gov)

Fax (804) 698 - 4032



# Wastewater Operator Training Programs



Winter/Spring 2014

Operator Training and Assistance Program  
Water Division  
Department of Environmental Quality  
P.O. Box 1105  
Richmond, Virginia 23218

# DEQ, Operator Training Program

## Workshop Registration Form

### Winter/Spring 2014

**Please select (X) the workshop you are registering for and complete the bottom portion of the form:** (If more than one person from your facility is planning to attend, please use a separate form for each person registering).

X	Course #	Workshop Title	Location	Dates & Times	Fee	Training Credits	Contact Hours
	DEQ 18	Intro to Biological Nutrient Removal	Totopotomoy WWTP, Mechanicsville, VA	January 28 - 29 8:30 AM – 4:30 PM	\$150	1.2	14.00
	DEQ 13	Activated Sludge Process Control, Part 1- Sampling and Testing	DEQ, Piedmont Regional Office, Glen Allen, VA	February 10 - 11 8:30 AM – 4:30 PM	\$150	1.4	14.00
	DEQ 14	Activated Sludge Process Control, Part 2 - Calculations and Control	HRSD Atlantic WWTP, Virginia Beach, VA	February 12 - 13 8:30 AM – 4:30 PM	\$150	2.0	14.00
	DEQ 18	Intro to Biological Nutrient Removal	Massaponax WWTP Fredericksburg, VA	February 18 - 19 8:30 AM – 4:30 PM	\$150	1.2	14.00
	DEQ 20	Wastewater Math for Operators	Alexandria Renew Enterprises Alexandria, VA	March 25 - 26 8:30 AM – 4:30 PM	\$150	2.0	14.00
	DEQ 21	Activated Sludge Process Control, Part 3 – Microscopic Exam	Middle River WWTP, Verona, VA	March 25 - 26 8:30 AM – 4:30 PM	\$150	1.4	14.00
	DEQ 14	Activated Sludge Process Control, Part 2 – Calculations and Control	Opequon WRF, Winchester, VA	April 15 - 16 8:30 AM – 4:30 PM	\$150	2.0	14.00
	DEQ 21	Activated Sludge Process Control, Part 3 – Microscopic Exam	Wolf Creek WWTP, Abingdon, VA	April 30 – May 1 8:30 AM – 4:30 PM	\$150	1.4	14.00
	DEQ 22	Activated Sludge Process Control, Part 4 – BNR Process Control	DEQ, Piedmont Regional Office, Glen Allen, VA	May 5 - 6 8:30 AM – 4:30 PM	\$150	TBD	14.00
	DEQ 20	Wastewater Math for Operators	HRSD Central Office Virginia Beach, VA	May 20 - 21 8:30 AM – 4:30 PM	\$150	2.0	14.00
	DEQ 18	Intro to Biological Nutrient Removal	DEQ Blue Ridge Regional Office, Roanoke, VA	June 3 - 4 8:30 AM – 4:30 PM	\$150	1.2	14.00

#### Registrant Information:

Name: \_\_\_\_\_

Street/PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Daytime Fax: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

#### Employer Information:

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_ Daytime Fax: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Make check or money order payable to 'Commonwealth of Virginia'

Mail registration form & payment to:

Office of Finance  
Department of Environment Quality  
PO Box 1104  
Richmond, VA 23218

Total payment enclosed \$ \_\_\_\_\_